**Creating a CPS database—Grades K-5**

* Click the CPS icon located on your desktop
* Select create a new CPS database
* Name your database(ex.cps 2012) and save to my documents
* You will receive a message about opening the CPS database on Remote Drive…always select YES

**Your database is now created**

**Importing your class roster into your database**

* Under the classes and students tab, select the import icon and select from other sources
* Select comma separated values and select next
* Select browse, then choose shared folders, select the appropriate grade levels, CPS, cps class lists, choose school, select teacher name, select open
* You will be prompted to fill out instructor—fill in with personal information
* Select the box next to your name and click next
* Your class roster should appear

**To add/delete students**

**\*\*please note that if you add or delete students, the new additions will not be in alphabetical order\*\***

**To Delete a student:**

* Select the student you wish to delete and once highlighted, select delete from the tool bar or right-click and select delete

**To add a student:**

* Under the new (green plus sign) menu, select student
* Fill in the correct information